

## **MINUTES**

**College Executive Council • September 28, 2010**

San Diego Miramar College

**Present:** Daphne Figueroa, Darrel Harrison, Sandi Trevisan, Patricia Hsieh, Joyce Allen, Brett Bell, Adela Jacobson, Lou Ascione, Peter Fong, Kim Cuiilty

### **A. Approval of Agenda**

Approved.

### **B. Approval of Previous Minutes**

Approved minutes of 9/21/10.

### **C. Guests**

Buran Haidar

### **D. Chancellor's Cabinet**

- Hsieh reviewed the various responsibilities for individuals who may be meeting with the accreditation team -- the need to identify themselves for the accreditation team, especially for individuals who are expected to interact with the team.
- Hsieh reviewed the status of campus evaluations and how we would present this evidence to the accreditation team. Evaluations for contract faculty are up to date and are part of a master list. Adjunct evaluations are a bit more difficult to compile because they are maintained by individual departments, and schools in different formats, but that can and needs to be compiled. A more serious challenge was presenting evidence that classified staff are evaluated. All the VP's were asked to do fact finding on adjunct and/or classified evaluations and provide a summary report for each in preparation for the accreditation team visit.
- Hsieh distributed a form that could be used throughout the campus to track all faculty and staff evaluations. She requested it be populated as much as possible prior to the accreditation team visit. Figueroa stated adjunct faculty evaluations are kept with the respective school deans, and that the Science department maintains it's own spreadsheet to share with the dean. To date, there has not been a single spreadsheet available nor a timeline provided for evaluations of adjunct and/or classified staff members. It was affirmed that the visiting team will not read individual personnel folders.
- The CSU system has received ARRA funding that will allow SDSU and CSUSM to admit new freshmen and transfer students for the spring term. The carts that will serve the disabled student needs at the college campuses, funded by the \$157,000 ARRA funds received by SDCCD, will cost \$6,000. The remaining \$9,000 will be used to address district wide interpreting cost deficits. Hsieh reminded all that many options for classes will be available to new students in the spring, including SDSU, UCSD, and increased offerings by sister colleges. It is important to effectively market Miramar's additional spring class sections.

- Hsieh reviewed a handout that detailed Miramar's supplemental sections for fall 2010. To date, the net increase of regular sections compared to sections from 2009—2010 is 47, which will result in \$195,918 supplemental funding, plus \$5,878 (3%) for supplies, for a total of \$201,796.
- Board agenda items (10/14/10) of interest to Miramar College include: 1) acceptance of \$15,000 additional ARRA to the college's Allied Health grant; 2) a placeholder for Miramar College to offer a self-defense class to crew members and airline pilots; 3) approval for a December geology field trip for Miramar and Mesa students ; 4) relocation of light standards due to photovoltaic installation in parking lots; 5) approval for the City of San Diego to widen the entry lane to the campus; 6) change order for Arts & Humanities building; 7) approval to adjust Prop S/N projects to relocate the fire technology program to the Miramar campus, remodel A-100 for Continuing Education and A-200 for the Police Academy. Construction of an EVOC training area at NTC was not included, due to budget concerns.

## **E. NEW BUSINESS**

### **Resolution on Gender Identity & Diversity (Figueroa)**

The Academic Senate supports and approved the Gender Identity and Diversity Resolution developed and adopted by Mesa College. Following Senate approval at City College and Continuing Education, the resolution will be brought to DGC.

### **SLOAC Timeline for Proficiency (Figueroa)**

The Academic Senate approved the SLOAC Timeline to Proficiency for instructional programs. The Timeline was accepted by consensus of CEC members. Fong announced an updated Student Services timeline has been posted on the G drive. Figueroa will ask the Academic Senate Executive Committee if they'd like to consider formal review and approval of the Student Services SLOAC Timeline be placed on the next Academic Senate meeting agenda.

### **Enrollment Management (Ascione)**

Ascione reported 395.8 of Miramar's 397.34 FTEF target has been allocated and used wisely. 75-80% of supplemental funding will target basic skills and high demand courses.

## **F. OLD BUSINESS**

### **Confirmation of FLEX Coordinator (Figueroa)**

The Academic Senate announced Lisa Brewster has been named the new FLEX Coordinator, effective spring 2011. She will receive 0.20 release time.

### **Student Equity Plan (Figueroa)**

The Academic Senate has accepted the Student Equity Plan. Allen reported the Classified Senate has approved the Plan, and Jacobson reported the Associated Student Council has also approved the Plan. Jacobson will bring the Plan with a cover currently being designed to CEC at the next meeting for formal acceptance. She will e-mail the final plan to all CEC members for their review prior to the meeting.

## **G. REPORTS**

**1. Academic Senate (Figueroa)**

Executive board meeting today.

**2. Classified Senate (Allen)**

The Chili Cook-Off has been scheduled for October 28, 2010.

**3. Associated Student Council (Culity)**

AS is currently recruiting additional senators. Club orientation will be next week. AS activities in development include Breast Cancer Walk and Ball Fest. Training for senators will be held Friday, October 1 with voting on October 8. Three senators were voted into office; 7 open spots remain.

**4. District Governance Council**

No report.

**5. District Strategic Plan Committee**

No report.

**6. District Budget Committee**

No report.

**7. District SLOAC Committee**

No report.

**8. District Accreditation Committee**

No report.

**H. ANNOUNCEMENTS**

Peter Fong reported Transfer Center Director Wendy Stewart has accepted the position of *Dean of Records and Counseling* for Grossmont College -- formal announcement pending Grossmont/Cuyamaca board approval on October 19. A new chair of the Miramar Research Committee will need to be identified.

Hsieh announced the college had won two Medallion Awards from the National Council for Marketing and Public Relations Organization – a “gold” for the college outreach rack card series and a “silver” for the 2009-2010 annual report. She congratulated Sandi Trevisan and Joan Mize for their winning work.

*Revised 10/4/10*

*Trevisan*

